



KANSAS CITY, MO POLICE DEPARTMENT

**PERSONNEL POLICY**

DATE OF ISSUE

12-14-10

EFFECTIVE DATE

12-14-10

NO.

712-4

SUBJECT

Policy Series 700: Administration of Leave  
712 - Absent without Leave

AMENDS

REFERENCE

PPBM: Disciplinary Actions  
PI: Automated Timekeeping System Procedures

RESCINDS

PPBM: 712-3

## I. INTRODUCTION

Any member absent from scheduled duty without proper authorization shall be considered on an Absent Day (A) which is an unauthorized absence for which salary is forfeited.

## II. POLICY

- A. While a member is on an unauthorized leave day, daily sick leave accrual will not be credited to the member's sick leave balance.
- B. Non-accrual adjustments to timekeeping records will be made automatically at the end of the affected twenty-eight day work period(s).
- C. Any member absent from scheduled duty without proper authorization for three (3) consecutive days shall be considered for termination.

## III. PROCEDURES

### A. Members

Complete an Interdepartment Communication, Form 191 P.D., upon return to duty, providing pertinent information concerning unauthorized leave, and submit to the immediate supervisor.

### B. Supervisors

1. Ensure an "A" Day is entered into timekeeping pending final disposition of the unauthorized leave.
2. Review the Interdepartment Communication and prepare a Personnel Incident Report, Form 387 P.D., with a recommendation and the appropriate documentation. A completed Demeanor Record, Form 386 P.D., shall be attached.
3. Complete a Recommendation for Disposition of Time Lost (Dock Slip), Form 6 P.D., and attach to the Personnel Incident Report.
4. Discuss the incident with the member and have the member date and sign the Personnel Incident Report.

5. Ensure that all reports regarding the incident are completed and signed.
6. Forward all original reports through the chain of command. Temporarily retain a copy of the original reports in the member's unit jacket until return of the final disposition.
- \*7. Upon return of the final disposition, the Personnel Records Section will receive the original incident packet, unless the final disposition is "No further action" or an instructional interview; these will be filed in the member's unit jacket.

#### C. Commanders

1. Review, endorse, and forward the Personnel Incident Report with a recommendation of any disciplinary action over five (5) suspension days, reduction in rank, or termination, through the chain of command to the Chief of Police.
2. Sign the Form 6 P.D. attached to the Personnel Incident Report.
3. Bureau commanders will decide the final disposition on recommendations of disciplinary counseling, letters of reprimand, and up to and including five suspension days resulting from the unauthorized leave. A "Notification of Disciplinary Action" form should be prepared by the bureau office and forwarded for review in a conference with the member's commander, immediate supervisor, and the member.

#### D. Chief of Police

1. Review all the reports on the incident, endorsing the Personnel Incident Report by approving the recommended action, imposing another action, or directing further investigation.
2. Upon final disposition, forward the Personnel Incident Report along with the Form 6 P.D. to the Personnel Records Section for processing or voiding.
3. Direct that the proper written notification be prepared indicating the approved final action, and forwarding to the member's commander to be discussed with the member and immediate supervisor, signed by the member, and then filed in the member's unit jacket.

James D. Corwin  
Chief of Police

Adopted by the Board of Police Commissioners this \_\_\_ day of \_\_\_\_\_, 2010.

Patrick McNerney  
Board President

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